








How To Use This Product

Thank you for purchasing one of the CISI's elearning products. They are engaging online study tools to be used in conjunction with CISI workbooks. They contain graphics, exercises and revision questions. This guide will show you how to use this product.

1. Menu Options

On the screen where you clicked *User Guide* you will see other useful links:

 User Guide	How to use this product.
 Syllabus Map	View the syllabus that the product is based on.
 Glossary	View a useful glossary.
 Web Links	View useful web links that relate to your course.
 Take Test Now	Test yourself on the course or element by element.
 Past Test Scores	View your previous test scores.
 Contact Us	If you have any queries or feedback you can contact us.

2. The Basics

On the screen where you clicked on *User Guide* you will see the elements that make up your course. The elements correspond to the elements in the syllabus that the product is based on, and also correspond to the workbook chapters.

You can choose to cover the elements in any order, as many times as you like. Once you have selected an element, click on the link and you will see the sections that are covered. Select a section and click on it. The section will begin with a summary of the learning objective(s) covered. Click the *Next* button to advance through that section. (please note, not all elements are covered in CISI elearning products)

Once you have advanced through all screens for a particular element you will be informed that 'You have reached the end of this element'. Click the *Next* button to advance to the next element.

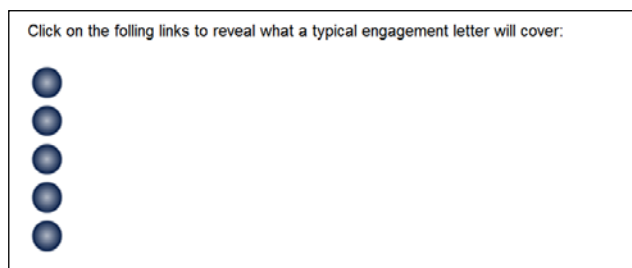
Once you have advanced through the final element in the course, you will be informed that 'You have reached the end of the final element', and given the choice to test yourself on the course as a whole.

3. Buttons, Icons and Things To Press

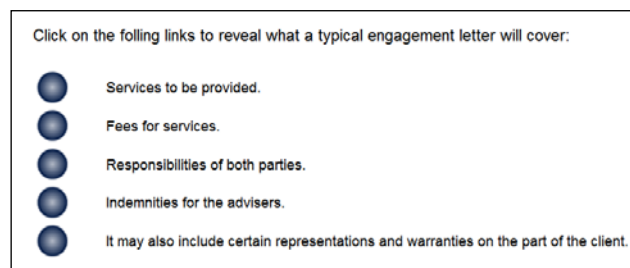
Throughout this product you will encounter various buttons, icons and images. Here is a guide to what they mean:

Revealing Answers

Throughout the product there are links that, when pressed, reveal answers, for example:



reveals...



Term	Definition
Term Loan	
Revolving Loan	
Bilateral Loan	
Syndicated loan	
Covenants	

reveals...

Term	Definition
Term Loan	A loan with the principal repaid at set intervals or at the end of the term.
Revolving Loan	A loan where amounts up to a set limit can be borrowed, repaid and reborrowed.
Bilateral Loan	A loan made between one bank and a borrower.
Syndicated loan	A loan involving a number of lenders.
Covenants	For example an agreement by the borrower to maintain certain financial ratios during the life of the loan.

Buttons

Throughout the product there are buttons that have different functions, for example:

Question

On certain screens there is a question that relates to that screen.

Submit
Start

These two buttons are used (together with the reset button, see below) on 'drag and drop' exercises (see later).

Reset

Clicking on an item/object/numbered list etc reveals your answers. This button removes the revealed correct answers, so that you can re-test your knowledge.



This takes you back to the previous screen.








This advances you to the next screen.




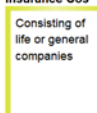
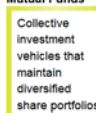


Takes you back to the start of the course.

Drag and Drops

Drag and drop exercises ask you to match terms with definitions. Click *Start* to commence. Holding the left mouse button down, drag the selected definition to the box under the term that you believe it matches, then release the mouse button. Complete all term-definition matches on the screen, then click *Submit*. You will then be informed if you are correct or incorrect. If incorrect, click *Reset* to have another go.

To begin, press the "Start " button. Match the definitions below with the terms by dragging them onto the square you think it matches. You have an unlimited number of tries. When you are ready press the "Submit" button to see if you are right. Use the "Reset" button to try again.				
Pension Funds	Insurance Cos	Mutual Funds	Private Equity	Venture Capital
				
Consisting of life or general companies	Low correlation to broad equity market movements	Invest in small fast-growing companies	Largest source of investment capital in the UK	Collective investment vehicles that maintain diversified share portfolios

Start
Submit
Reset

To begin, press the "Start " button. Match the definitions below with the terms by dragging them onto the square you think it matches. You have an unlimited number of tries. When you are ready press the "Submit" button to see if you are right. Use the "Reset" button to try again.				
Pension Funds	Insurance Cos	Mutual Funds	Private Equity	Venture Capital
				
	Low correlation to broad equity market movements		Largest source of investment capital in the UK	

Start
Submit
Reset

4. Tests

When you reach the end of the final element (or from the main menu screen) you can select *Take Test Now* to take tests that relate to the product as a whole:

Element Tests: Questions based on particular elements only.

Full Test: 50 questions taken from all elements at random.

Short Test: 25 questions taken from all elements at random.

Quick Test: 10 questions taken from all elements at random.

Practice Exam: 50 questions taken from all elements at random that have been compiled to reflect as closely as possible the standard you will experience in your exam. Please note, however, they are not the CISI exam questions themselves.

We hope you have found this guide useful - if you have any questions on how to use CIS elearning products please contact us.

(Please note: not all elements or learning objectives are covered in CISI elearning products - they are not to be seen as aids to revision, nor are the questions in the products to be seen as mock exams).